

**EMPLOYMENT
TERMS OF SERVICE
OVERTIME**

DBH

1. OVERTIME REQUIRES PRIOR APPROVAL

Before overtime is recorded or overtime work is performed for the District, an employee shall obtain written or verbal approval from the employee’s supervisor or from another officer or administrator having authority to authorize overtime.

2. OVERTIME WORK

“Overtime work” is defined as time worked in the “work week,” as defined by policy, exceeding 40 hours for non-exempt employee in which non-exempt employee is compensated at a rate not less than 1 ½ times the employee’s hourly rate.

3. WORK WEEK

“Work week” is defined as the period beginning at midnight between Saturday night and Sunday morning and ending the next Saturday midnight.

4. REGULAR TIME

Regular time is the number of hours an employee is authorized to work during the “work week” through 40 hours.

5. LOCATION

All regular time work and authorized overtime work must be completed on site unless prior authorization is obtained. Employees must receive written authorization prior to the start of any off-site work.

A. “On-site work” is defined as work performed within the normal course and scope of employment at the District’s regular places of business, e.g., schools, district office, bus warehouse, etc.

B. “Off-site work” is any work performed at a location different than the District’s regular places of business.

6. TIME KEEPING

Each employee will comply with District time-keeping protocols by promptly recording daily regular time worked only by time clock or specific method prescribed by the District.

7. FAILURE TO COMPLY

Failure to comply with this policy and/or the District’s overtime procedures may result in disciplinary action, up to and including termination.
